

Adding And Editing Your Contact On PPM+

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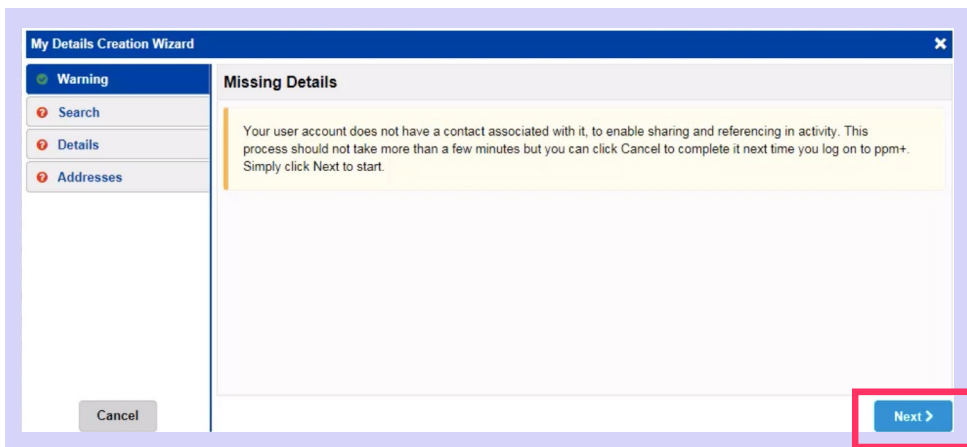
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Adding Your Contact

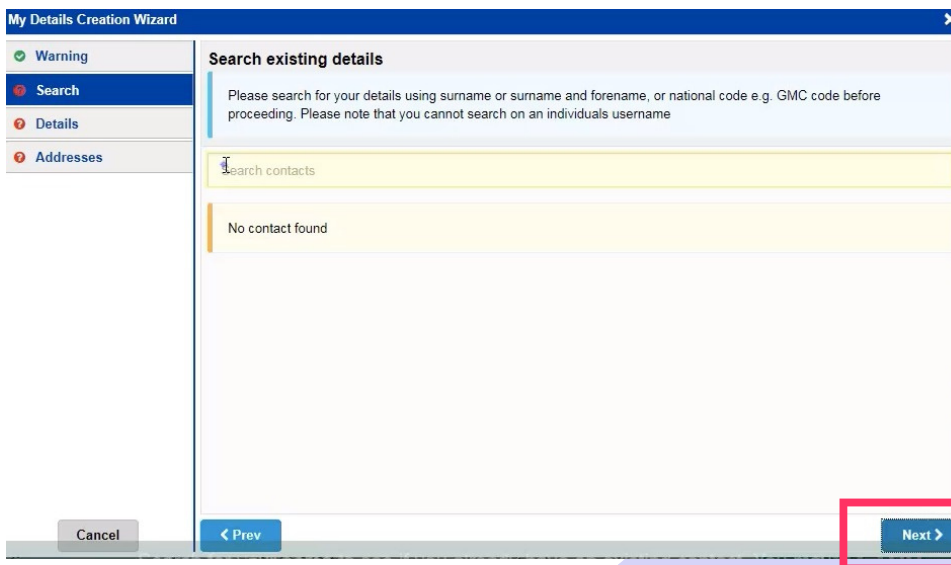
If you have not already created a contact on PPM+, the **My Details Creation Wizard** will appear when you log in. The steps to follow to create a contact are shown below.

1



Click on **Next** to begin.

2



Search for your name to see if you already have an existing contact (you may have an existing contact if you have previously worked for the Trust). Select your contact if it appears in the search results. If no contact is found **click Next.**

3

My Details Creation Wizard

Warning
Search
Details
Addresses

Details

Type *
Nurse

Title
Ms

Forenames *
Your

Surname *
Name

Position / Job Title
Registered Nurse

National Code (e.g. GMC/Other)
123456789

Cancel < Prev Next >

In the **My Details** section complete the fields shown. Please note the asterisk '*' indicates which sections are mandatory. When finished click **Next**.

4

My Details Creation Wizard

Warning
Search
Details
Addresses

Addresses

Filter Addresses

Show Active Sort by address ascending

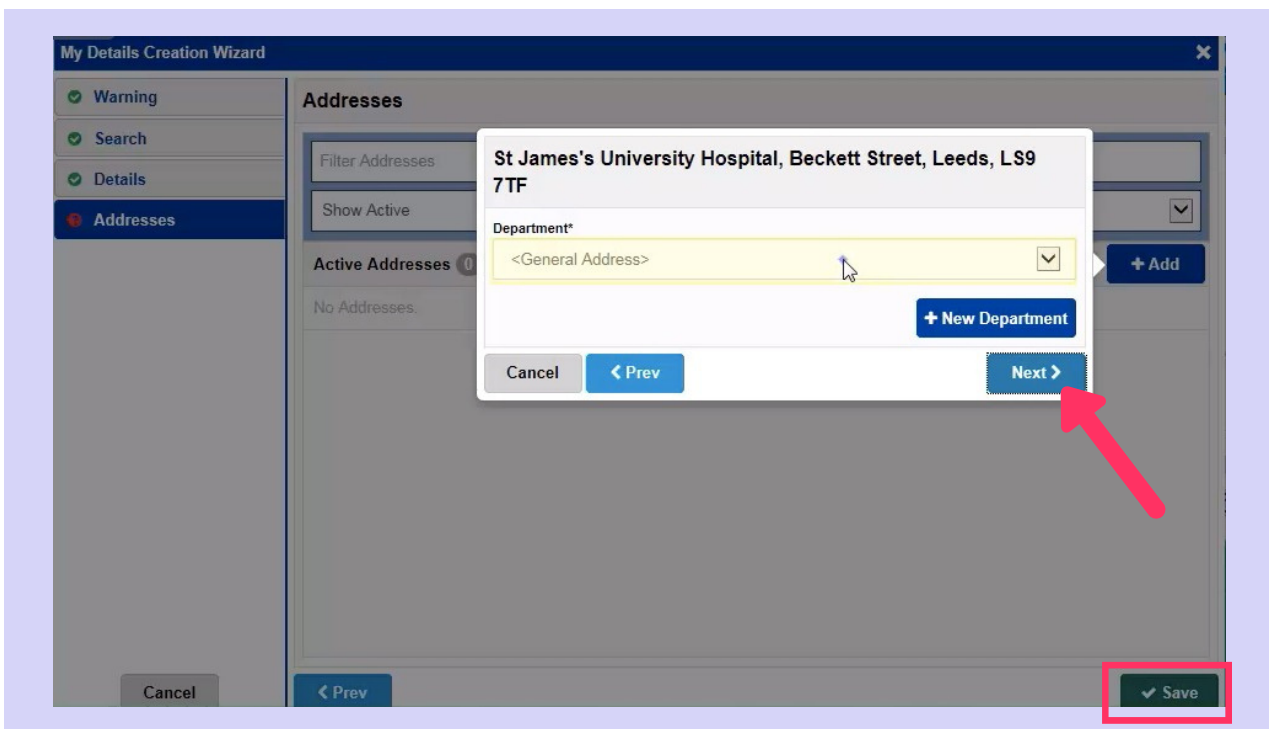
Active Addresses 0 + Add

No Addresses.

Cancel < Prev Save

Click on **Add** to add your address, if you work across multiple sites you can add more than one.

5

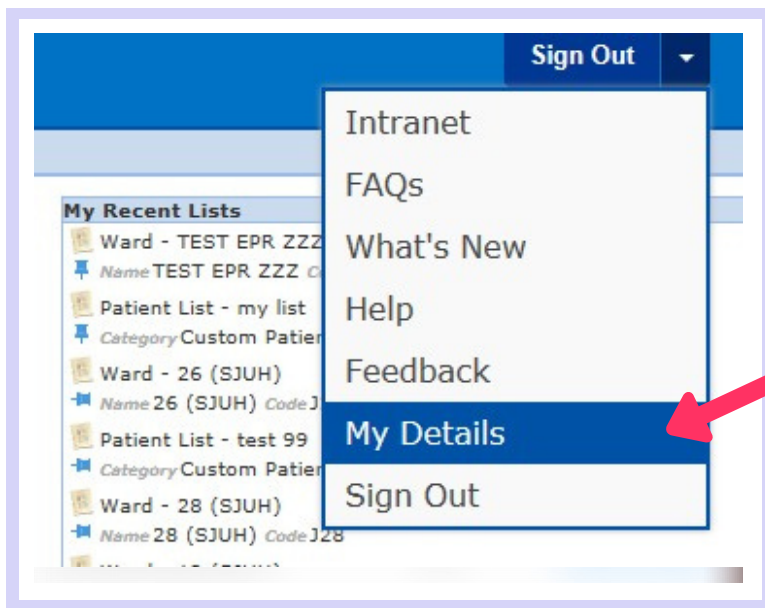


Select or add your department and click **Next**. Then click **Save** to complete contact information.

Editing Your Contact

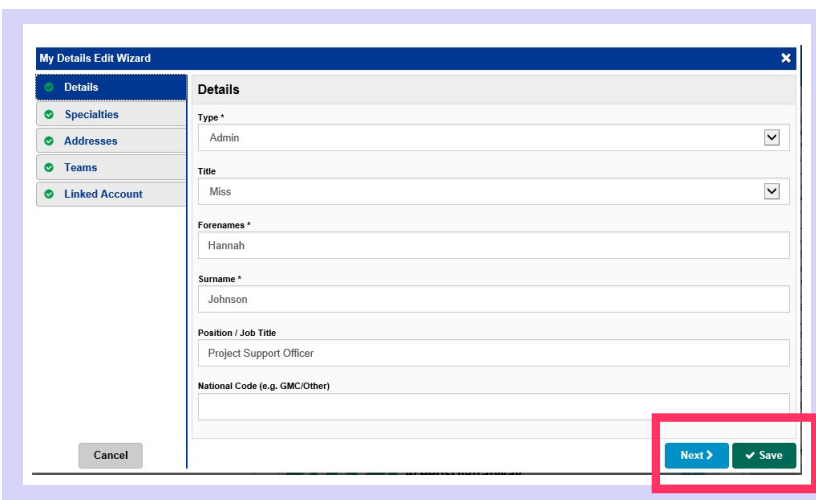
You can edit your contact details at any time in the **My Details** link from the user menu shown below.

1



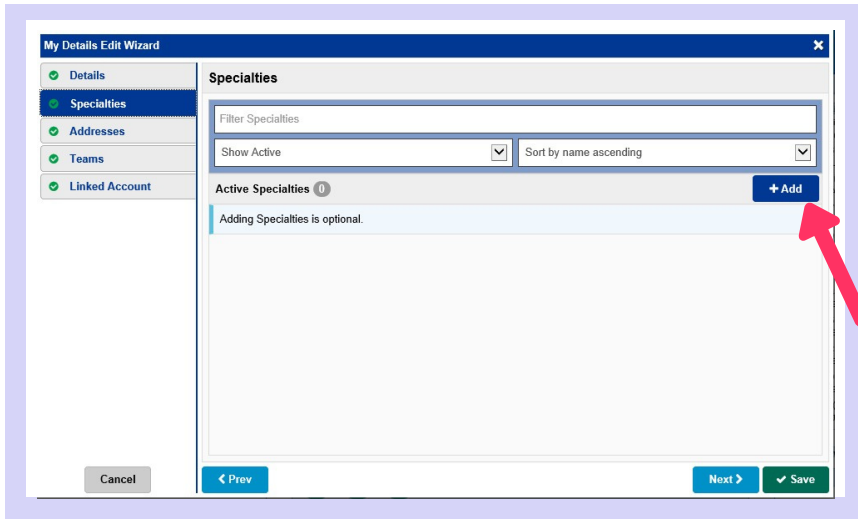
On your **PPM+ homepage** click the dropdown arrow in the top right hand corner and then click on **My Details**. You can edit your contact details at any time.

2



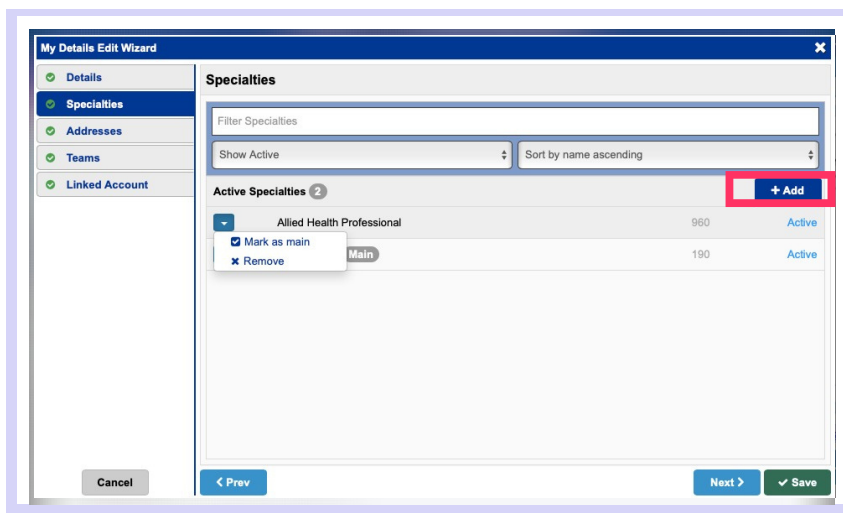
In the **My Details** section you can edit or add to any of these fields. When completed click **Save** or click **Next** to move on to the next section.

3



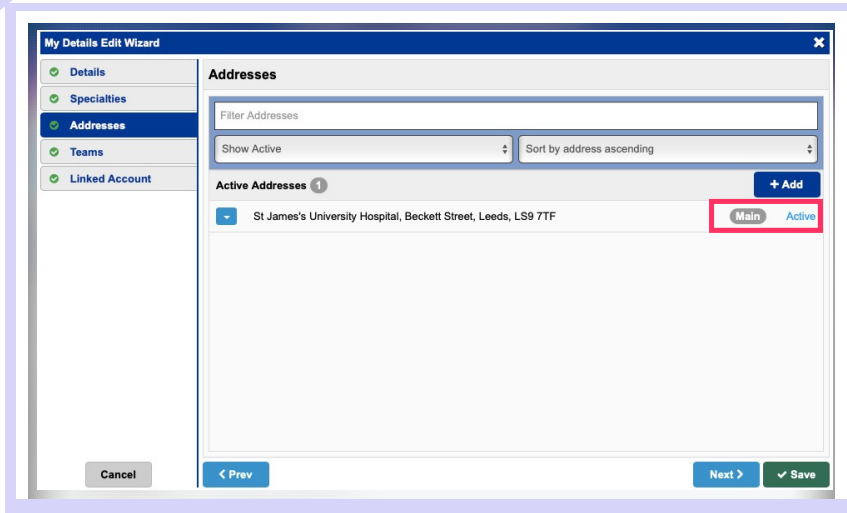
Click **Add** and select your speciality, you have the option to select multiple specialties this section.

4



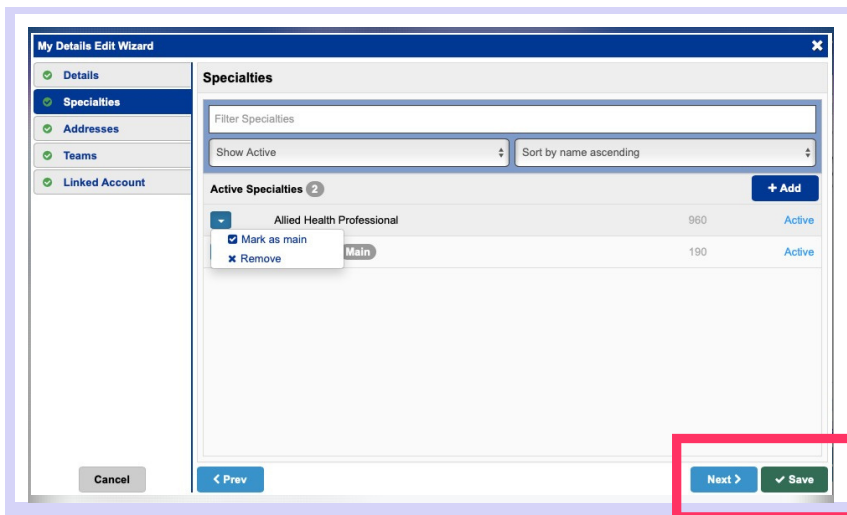
The first speciality you add will automatically be your **main speciality**, by clicking the blue drop down arrow you can remove or make another speciality your **main speciality**.

5



By using the add button you can add additional Trust sites and select one to make your **'active'** or **'main'** location.

6



Click on the **blue arrow** to customise your associated period to that site and edit communication information for the specific location you work in.

Remember to click on **Save**, once finished

Useful contacts

Please contact the Implementation Team for Digital support & Training:

Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS

Ext: 60599

leedsth-tr.ImplementationTeam@nhs.net

Please contact the Informatics Service Desk at x26655 or informatics servicedesk.lth@nhs.net to:

- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

Please contact the PPM+ EHR team at leedsth-tr.EPR@nhs.net if you have any development ideas or comments on your experience of using the EHR.

If you would like to make a request for change to PPM+, please contact us **at: leedsth-tr.EPR@nhs.net with a completed Request For Change (RFC)** form available here.

Please contact the IT Training Department at ITTraining.LTHT@nhs.net if you require further training on PPM+ or any other Clinical System.

PPM+ Help Site: <https://www.ppmsupport.leedsth.nhs.uk/>